

**REQUEST FOR PAYMENT OF CONSULTANCY PROJECTS (SAMPLE) – w.e.f. 01-01-2015**

Name of Claimant: .....

Nature of the job/Position of the consultancy project: .....

Name of the Consultancy project: .....

Address: .....

.....

| <b>Job description/Details of the work carried</b> | <b>Duration/period<br/>From .....<br/>To .....</b> | <b>No. of units worked<br/>(days/hours)</b> | <b>Unit rate<br/>Rs.</b> | <b>Amount requested<br/>Rs.</b> |
|--|--|---|--------------------------|---------------------------------|
|  |  |   |                          |                                 |

Signature of Claimant: .....

**Recommendation of Principal Consultant (if different from Project Leader):**

Payment is recommended/not recommended

Signature of Project Leader: .....

**Recommendation of Project Leader**

Payment is recommended/not recommended

Signature of Project Leader: .....

**Approval of Director/PGIS:**

Payment is approved/not approved.

Signature of Director: .....